

The regular meeting of the Municipal Civil Service Commission convened on Monday, August 25, 2003, at 12:30 p.m. with Priscilla Tyson, Grady Pettigrew and Mary Jo Hudson present.

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RE: *Review and approval of minutes from the July 28, 2003, regular meeting.*

The minutes were approved as written.

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RE: *Review of the results of pre-hearing conferences.*

No pre-hearing conferences were scheduled this month.

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RE: *Request of the Civil Service Commission staff to revise Rule XV(D)(1), regarding military leaves of absence, to ensure conformance with federal requirements.*

This item was deferred.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing held on June 9, 2003:*

Vivian Franklin vs. Columbus Public Schools, Appeal No. 02-BA-0022

The Commissioners adopted the recommendation of the Trial Board to modify the appointing authority's discharge of Ms. Franklin to a ten (10) day suspension.

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RE: *Columbus Public Schools Classification actions.*

No Columbus Public School classification actions were submitted this month.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Income Tax Division Administrator with no revisions (Class Code 0224).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to approve the specification review for Income Tax Division Administrator with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1998. There is currently one incumbent in this classification.

Based upon information from the department, no proposed revisions are requested at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Income Tax Assistant Administrator with no revisions (Class Code 0225).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to approve the specification review for Income Tax Assistant Administrator with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in October 2001. There are currently two incumbents in this classification.

Based upon information from the department, no proposed revisions are requested at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Electricity Consumer Servicer (Class Code 3305).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Electricity Consumer Servicer as part of the Civil Service Commission's effort to review all classifications every five years. This classification was created in May of 1966 and last reviewed in June of 1999. There are currently five incumbents assigned to the Department of Public Utilities, Division of Electricity.

The current definition accurately defines the classification. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Electricity Consumer Servicer. Revisions to the minimum qualifications were recommended to ensure that applicants possess a level of experience necessary for accomplishment of the tasks. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Treatment Residuals Manager (Class Code 1157).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Wastewater Treatment Residuals Manager as part of the Civil Service Commission's effort to review all classifications every five years. This classification was created in September of 1992 and last reviewed in June of 1999. There is currently one incumbent assigned to the Department of Public Utilities, Sewerage and Drainage.

The current definition accurately defines the classification; no revisions were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Wastewater Treatment Residuals Manager. A Guidelines for Class Use restricting this classification to a single position used only by the Department of Public Utilities, Division of Sewerage and Draining was added. The State of Ohio EPA has determined that the facility where this position is assigned is not operating as a wastewater treatment facility and therefore the valid State of Ohio Class III Wastewater Works Operator's License is no longer required and was removed from the minimum qualifications. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level

of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Latent Print Examiner Trainee, assign a 365 day probationary period, designate the examination type as competitive and amend Rule XI accordingly.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Latent Print Examiner (Class Code 3010).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to retitle the specification for the classification Police Communications Technician to read Police Dispatcher and amend Rule XI accordingly (Class Code 3004).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Communications Technician Supervisor, retitle it to read Police Dispatch Supervisor and amend Rule XI accordingly (Class Code 3005).*

This item was deferred.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were conducted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

Review of the appeal of Brian A. Sawyer regarding his three-day suspension from the position of Head Custodian II with the Columbus Public Schools – Appeal No. 03-BA-0019.

The Commissioners reviewed the appeal Mr. Sawyer filed relative to his three-day suspension from the position of Head Custodian II at the Columbus Public Schools.

Section 124.34(B) of the Ohio Revised Code states that a school employee working in the classified service may appeal a suspension of more than three days; this section does not address appeals for suspensions of three days or less. Accordingly, the Commission decided to dismiss this appeal without a hearing because it lacks jurisdiction over the appeal.

Background Administrative Reviews
Conducted By Brenda S. Sobieck

| <u>Name of Applicant</u> | <u>Position Applied For</u> | <u>Applicant #</u> |
|---------------------------|-----------------------------|--------------------|
| 1. Anthony W. Klein | Firefighter | 03-BR-043 |
| 2. William R. Compton | Firefighter | 03-BR-044 |
| 3. Christopher P. Andrews | Firefighter | 03-BR-045 |
| 4. Jeffrey Foulke | Firefighter | 03-BR-046 |
| 5. Richard J. Hendershot | Firefighter | 03-BR-047 |

After reviewing the files of Anthony W. Klein and William R. Compton, the Commissioners decided their names would be reinstated to the firefighter eligible list. After reviewing the files of Christopher P. Andrews, Jeffrey Foulke and Richard J. Hendershot, the Commissioners decided their names would not be reinstated to the firefighter eligible list.

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| <hr/> Priscilla R. Tyson, Commission President | <hr/> September 29, 2003 Date |
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